

FEB 16 1948

MEMORANDUM FOR THE GENERAL COUNSEL

SUBJECT: Efficiency Rating Program


An Efficiency Rating Committee which will operate for and exercise the authority of the Director in the matter of efficiency ratings has been activated. This Committee is concerned with the success of the program.

In order that the program may be uniformly applied within the office of the General Counsel and that a contact be established for the purpose of training supervisors and rating officials under your jurisdiction, the Efficiency Rating Committee requests that you designate an employee who will serve as the Efficiency Rating Officer for the office of the General Counsel. A member of the Personnel Relations Division, Personnel Branch, will work closely with your representative to insure that rating officials are familiar with the program and that uniform standards are applied. If still available, you may wish to reappoint the employee who served last year, due to his familiarity with the program.

The Committee will appreciate your early designation of the person who will serve in this capacity.

Very truly yours,

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Chairman, Efficiency Rating Committee